

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title – Administrative Branch Manager, 9618

Date Posted – 18 October 2010

Pay Grade/Salary Range – Grade 16, \$3,553.88 - \$4,707.96

Agency – Military Affairs, Kentucky Logistics Operation Center Division

Work Location – Lexington Kentucky, Fayette County

Agency Comments – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1)(r).

General Job Duties –Manages the Army Section for **3rd Shift** of the Kentucky Logistics Operation Center. Clothing will be received, stored and distributed to units and Individual soldiers through out all the States. Develops, prepares, analyzes and makes distribution/reports to be forwarded to other State and Federal Agencies. Establishes operational policies and procedures of the program. Maintains work area in clean an orderly condition and performs other administrative duties as assigned.

Minimum Requirements – Education: Graduate of a college or university with a bachelor's degree. Experience: Must have five years of professional administrative experience. Substitution Clause: Education: A master's degree in public or business administration, or a related field will substitute for one year of the required experience. Experience: Additional administrative or research experience will substitute for the required education on a year-for-year basis.

General Description of Benefits – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply – Contact Teresa Lee, HR Administrator, Department of Military Affairs at teresa.lee2@us.army.mil or 502-607-1237.

Application for Deadline – 28 October 2010